

U. S. GOVERNMENT PRINTING OFFICE : 1959-464833

FROM		DESIGNATION	
TO		DATE	NO.
RFRD (1)	DATE	RFRD (2)	DATE
RFRD (3)	DATE	RFRD (4)	DATE
SUMMARY			
NO REPLY	ANS'D	ACKLG'D	REMARKS

AD-172 (2-56) CORRESPONDENCE CONTROL

U. S. GOVERNMENT PRINTING OFFICE : 1959-464833

FROM		DESIGNATION	
TO		DATE	NO.
RFRD (1)	DATE	RFRD (2)	DATE
RFRD (3)	DATE	RFRD (4)	DATE
SUMMARY			
NO REPLY	ANS'D	ACKLG'D	REMARKS

AD-172 (2-56) CORRESPONDENCE CONTROL

U. S. GOVERNMENT PRINTING OFFICE : 1959-464833

FROM		DESIGNATION	
TO		DATE	NO.
RFRD (1)	DATE	RFRD (2)	DATE
RFRD (3)	DATE	RFRD (4)	DATE
SUMMARY			
NO REPLY	ANS'D	ACKLG'D	REMARKS

AD-172 (2-56) CORRESPONDENCE CONTROL

TO				ADMINISTRATOR'S CORRESPONDENCE JACKET		FORM AMS-3 (12-16-57)	
		DATE			JACKET NO.		
REF. (1)	DATE	REF. (4)			DATE		
REF. (2)	DATE	REF. (5)			DATE		
REF. (3)	DATE	REF. (6)			DATE		
SUMMARY							
1							
NO REPLY (✓)		INTERIM REPLY (✓)		FINAL REPLY (✓)			

INSTRUCTIONS

Transmit this jacket, attached correspondence, and a reply within 3 working days from date of reference. If a complete reply cannot be prepared within 3 working days, prepare an acknowledgement at once. A letter of acknowledgement or an interim letter should tell when a complete reply will be sent. Originating division or office shall number each jacket.

To transmit jacket to another division or office, call or route through AMS Jacket Control, extension 2276.

PLEASE HANDLE PROMPTLY

Keep jacket on top of correspondence at all times. Do not detach it.

TO

ADMINISTRATOR'S CORRESPONDENCE
JACKET

FORM AMS-3 (12-16-57)

U. S. DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE

DATE JACKET NO.

REF. (1)	DATE	REF. (4)	DATE
REF. (2)	DATE	REF. (5)	DATE
REF. (3)	DATE	REF. (6)	DATE

SUMMARY

INSTRUCTIONS

Transmit this jacket, attached correspondence, and a reply within 3 working days from date of reference. If a complete reply cannot be prepared within 3 working days, prepare an acknowledgement at once.

A letter of acknowledgement or an interim letter should tell when a complete reply will be sent.

Originating division or office shall number each jacket.

To transmit jacket to another division or office, call or route through AMS Jacket Control, extension 2276.

PLEASE HANDLE PROMPTLY

Keep jacket on top of correspondence at all times. Do not detach it.

NO REPLY (✓)	INTERIM REPLY (✓)	FINAL REPLY (✓)
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PREPARED IN (Division or office)	DICTATED BY	DATE
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IF THE LETTER IS REWRITTEN IN OTHER THAN THE PREPARING DIVISION OR OFFICE, THE REWRITING OFFICE SHALL:

- (a) Type on all copies of the redrafted letter the name of the originating division or office and the initials of the original dictator;
 (b) Place the cancelled yellow copy of the original draft beneath the yellow copy of the rewritten letter, and the cancelled blue copy of the original draft beneath the blue copy of the rewritten letter; and
 (c) Furnish the following information:

REWRITTEN IN (Division or office)	REWRITE DICTATED BY	DATE
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REMARKS:

SENT TO	DATE	SENT TO	DATE
1		8	
2		9	
3		10	
4		11	
5		12	
6		13	
7		14	

AD-114 (1-58)

SECRETARY'S CORRESPONDENCE JACKET

INSTRUCTIONS

This jacket, attached correspondence, and a reply should be transmitted within 7 days from date of reference.

If a complete reply cannot be prepared within 7 days, an acknowledgment should be prepared at once.

A letter of acknowledgment or an interim letter should tell when a complete reply will be sent. Originating agency shall number each jacket. To transmit jacket to another agency, call or route through Secretary's Records Section, extension 3337.

For complete instructions, see the USDA Correspondence Manual.

PLEASE HANDLE PROMPTLY

Keep jacket on top of correspondence at all times. Do not detach it.

TO

DATE

JACKET NO.

FILE DESIGNATION

REF. (1)	DATE	REF. (4)	DATE
REF. (2)	DATE	REF. (5)	DATE
REF. (3)	DATE	REF. (6)	DATE

SUMMARY

1

NO REPLY (✓)

INTERIM REPLY (✓)

FINAL REPLY (✓)

AD-114 (1-58)

SECRETARY'S CORRESPONDENCE JACKET**INSTRUCTIONS**

This jacket, attached correspondence, and a reply should be transmitted within 7 days from date of reference.

If a complete reply cannot be prepared within 7 days, an acknowledgment should be prepared at once.

A letter of acknowledgment or an interim letter should tell when a complete reply will be sent. Originating agency shall number each jacket. To transmit jacket to another agency, call or route through Secretary's Records Section, extension 3337.

For complete instructions, see the USDA Correspondence Manual.

PLEASE HANDLE PROMPTLY

Keep jacket on top of correspondence at all times. Do not detach it.

TO

DATE

JACKET NO.

FILE DESIGNATION

REF. (1)

DATE

REF. (4)

DATE

REF. (2)

DATE

REF. (5)

DATE

REF. (3)

DATE

REF. (6)

DATE

SUMMARY

NO REPLY (✓)

INTERIM REPLY (✓)

FINAL REPLY (✓)

PREPARED IN (AGENCY)

DIVISION OR OFFICE

DICTATED BY

DATE

IF THE LETTER IS REWRITTEN IN OTHER THAN THE PREPARING AGENCY, THE REWRITING AGENCY SHALL

(a) Type on all copies of the redrafted letter the name of the originating agency and the initials of the original dictator

(b) Place the canceled salmon copy of the original draft beneath the salmon copy of the rewritten letter

(c) Furnish the following information

REWRITTEN IN (AGENCY)

DIVISION OR OFFICE

DICTATED BY

DATE

REMARKS

SENT TO	DATE	SENT TO	DATE
1		8	
2		9	
3		10	
4		11	
5		12	
6		13	
7		14	